



U.S. Department of State  
**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

|   |  |  |                     |                                   |
|---|--|--|---------------------|-----------------------------------|
| Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)   |  |  |                     |                                   |
| 1. POST<br><b>Panama</b>  |  | 2. AGENCY<br><b>State</b>  |                     | 3a. POSITION NO.<br><b>A52669</b> |
| 3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No A52639, A52656, A52650   |  |  |                     |                                   |
| 4. REASON FOR SUBMISSION<br><input type="checkbox"/> a. Redescription of duties: This position replaces<br>Position No. _____ (Title), _____ (Series) _____ (Grade)<br><input checked="" type="checkbox"/> b. New Position<br><input type="checkbox"/> c. Other (explain)   |  |  |                     |                                   |
| 5. CLASSIFICATION ACTION  | Position Title and Series Code               |  | Grade               | Initials<br>(mm-dd-yyyy)          |
| a. Post Classification Authority<br><b>HRO</b>  | <b>Maintenance Mechanic (A/C Tech), 1210</b> |  | <b>FSN5<br/>FP9</b> | <b>DJS</b><br><b>12/14/07</b>     |
| b. Other  |  |  |                     |                                   |
| c. Proposed by Initiating Office<br><b>GSO</b>  |  |  | <b>FSN5</b>         |                                   |
| 6. POST TITLE OF POSITION (If different from official title)<br><b>A/C Tech-Refrig. – Electrician</b>   |  | 7. NAME OF EMPLOYEE  |                     |                                   |
| 8. OFFICE/SECTION<br><b>US Embassy</b>  |  | a. First Subdivision<br><b>Administrative Section</b>  |                     |                                   |
| b. Second Subdivision<br><b>Facilities Maintenance Office</b>   |  | c. Third Subdivision   |                     |                                   |
| 9. This is a complete and accurate description of the duties and responsibilities of my responsibilities of position.   |  | 10. This is a complete and accurate description of the duties and responsibilities of this position.   |                     |                                   |
| Typed Name and Signature of Employee _____ Date (mm-dd-yyyy)  |  | Typed Name and Signature of Supervisor _____ Date (mm-dd-yyyy)   |                     |                                   |
| 11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.  |  | 12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. |                     |                                   |
| Typed Name and Signature of Section Chief or Agency Head _____ Date (mm-dd-yyyy)  |  | Typed Name and Signature of Admin or Human Resources Officer _____ Date (mm-dd-yyyy)   |                     |                                   |
| 13. BASIC FUNCTION OF POSITION<br><b>Assist in the general maintenance activities associated with office &amp; residential problems. Incumbent performs minor construction &amp; maintenance in electrical. Incumbent will perform as Chiller System equipment and A/C repairman/electrician. Will be able to operate independently, with journeyman instructions, in any other trade, be able to use all Chiller System, A/C and refrigerator tools. Must possess a valid driver's license. Incumbent serves on a duty roster.</b> |  |  |                     |                                   |

1. Assist FSN Maintenance Supervisor, Maintenance Foreman and journeyman level maintenance workers in the construction and repair of all office and residential problems/work orders.
2. Calibrates, repairs installs and replace HVAC electronic controls to include thermostats, timers, VAV sensors and control devices and a multitude of electrical and mechanical devices such as relays, switches, thermal couples, motors, capacitors, contactors, solenoids, coils, expansion valves metering devices and compressors. Provide preventive maintenance to the tower coolers. Performs cleaning, repairing and/or replacing parts of two 420 ton each commercial/industrial chilled water systems.
3. Uses all hand and power tools of trades. May be called on to lift boxes, equipment or perform other types of manual labor to include furniture and appliance moves. 95%
4. Performs other related duties as required such as but not limited to appliances repair, carpentry, plumbing, masonry, paintings and refrigeration with supervisor's instructions. Drive motor vehicle and operate fork truck. 5%

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

**High School Diploma required.**

b. Prior Work Experience:

**A minimum of four years of experience working with air-conditioners (chiller, splits and central units)**

c. Post Entry Training:

**Completion of different trainings in HVAC trade on the job.**

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II,III) and specialization(sp/read):

**Level I (Rudimentary knowledge) speaking/reading/writing English and level III (Good working knowledge) speaking/reading/writing Spanish required.**

d. Job Knowledges:

**Journeyman level skills and knowledge of a least one trade discipline. Excellent knowledge of basic construction and maintenance practices. Good safety knowledge and understanding of tools and equipment used in trades.**

e. Skills and Abilities:

**Ability to work in all trades as a sub-journeyman or helper. With direct instructions from a journeyman can operate totally independently in most situations. Incumbent must be willing to work in any trades discipline. Skilled in all types of A/C, appliances and chiller system. Must possess a valid Panamanian driver's license. (Type C) and must possess a certification or license in any trade from the Junta Tecnica de Ingenieria y Arquitectura de Panama (Panama Technical Board of Engineering and Architecture).**

16. POSITION ELEMENTS :

a. Supervision Received:

**Directly supervised by FSN Engineer and American FMS.**

b. Supervision Exercised:

**None**

c. Available Guidelines:

**Post policy. Instructions from FSN supervisors and American Facility Manager. Incumbent may be required to serve in any GSO Section in case of problems and he/she will be required to follow instructions from that section head as needed.**

d. Exercise of Judgement:

**Able to exercise proper judgment in use of all tools and materials. Must work in a safely manner and should be able to keep control of all the tools for all trades.**

e. Authority to Make Commitments:

**None**

f. Nature, Level, and Purpose of Contacts:

**Will be required to enter American Employees homes and Embassy offices. Must be able to work with others in GSO, American Officers and their dependents.**

g. Time Expected to Reach Full Performance Level:

**One year.**